



USAID | AFGHANISTAN

Solicitations open to: Afghan Nationals Only
Position Title: Project Management Specialist (Monitoring and Evaluation)
Type of vacancy: Multiple
Opening date: March 19, 2017
Closing date: April 02, 2017
Work hours: 40 hours (Full time)
Position Grade: FSN-10
Vacancy announcement #: USAID/306/17/28/OHN

Female candidates are strongly encouraged to apply

The United States Government (USG), represented by the U.S. Agency for International Development (USAID) Mission in Afghanistan, is seeking applications from qualified Afghan Nationals to provide personal services as **Project Management Specialist (Monitoring and Evaluation)** under a personal services contract, as described in this solicitation.

BASIC FUNCTION OF THE POSITION:

The Monitoring & Evaluation (M&E) Specialist provides leadership, guidance, and overall direction on the planning and implementation of M&E activities for the Office of Health and Nutrition (OHN) portfolio. Reporting to the Director of the Health Office or his/her designee, the Specialist plays a key consultative role for all OHN staff, and for consultants, implementing partners (IPs), and the Government Islamic Republic of Afghanistan (GIROA) on issues related to M&E of health interventions in nutrition, family planning, maternal and child health and health system strengthening. The M&E Specialist demonstrates technical expertise in strategic information areas, including but not limited to performance monitoring and analysis at the Development Objective and project level; program level data gathering/validation; trend monitoring and reporting; planning and oversight of evaluations and special studies, health management information systems (HMIS), and population-based surveys. The incumbent serves as a "data guru" for the Office, maintaining full responsibility and ownership of all surveys, studies, and public and internal data sources used by OHN. The M&E Specialist exercises extensive independent judgment in planning and carrying out tasks, developing consensus among diverse stakeholders, representing USAID in critical technical and policy fora, resolving problems and conflicts, and in meeting deadlines. The incumbent will also perform other inherently USG functions as needed in areas of managing contract and grants, budgeting, developing planning documents, and/or reporting as needed.

MAJOR DUTIES AND RESPONSIBILITIES:

Strategic Information, Evaluation, and Survey Management Responsibilities:

Overall, the M&E Specialist works to ensure program and activity management is strengthened and that results of IP, Ministry of Public Health (MoPH), and USAID efforts are maximized. Specifically, the incumbent:

- a. Develops an M&E plan for each OHN projects and activities under the Performance Management Plan (PMP) in collaboration with each Contract / Agreement Officer Representatives (CORs/AORs) and Activity Managers. Supports AORs/CORs in M&E activities, including coordination of data quality audits according to USAID requirements, reviewing and providing input on M&E plans, reviewing progress reports, and participating in Data Quality Assurance (DQA) exercise. Ensures that planned development results are achieved in a highly efficient, effective and timely manner, consistent with USAID regulations, policies and development principles.
- b. Coordinates and synthesizes available third-party monitoring information to provide holistic, integrated reports for the whole of USAID's health investments using all available data.
- c. Coordinates the development of the health portion of the Country Development Coordination Strategy (CDCS) M&E component called the Performance Management Plan (PMP), and assists in its implementation and compliance. This includes ensuring the multi-tiered monitoring approach to verify the USAID resources are being utilized efficiently and appropriately.
- d. Provides ongoing analysis of health activity performance in order to identify key issues to inform the development of communications materials for external public relations goal. M&E results are adapted for both health professionals and lay people to better understand and to support the OHN.
- e. Leads and provides technical input into the development of operational research, evaluations, program assessments and national surveys, such as the secondary analysis of the 2016 Afghanistan Demographic and Health Survey (AfDHS), Service Provision Assessment (SPA), and other surveys and studies commissioned by OHN.
- f. Coordinates all Health Office evaluations with the Office of Program and Project Development (OPPD) and relevant AORs/CORs, and ensures Health Office compliance with the USAID Evaluation Policy.
- g. Maintains familiarity with current literature and best practices in strategic information relevant to health in Afghanistan, especially in regard to performance monitoring; program level data gathering/validation; third party monitoring and reporting; health management information systems; national surveillance systems; and special surveys.
- h. Leads all OHN reporting including the Performance Plan and Report (PPR) and the annual report for Ending Preventable Child & Maternal Deaths (EPCMD). Coordinates with AORs/CORs and IPs to ensure timely compilation and reporting of results for required indicators. Performs analysis of data to inform OHN Management as needed. Liaises with OPPD to ensure that the OHN fulfills all reporting requirements according to established deadlines.
- i. Serves as a subject matter expert for the Mission on Afghan Info when this database system becomes fully functional. Provides assistance to OHN staff to ensure compliance with AIDTracker+ requirements. Compiles regular reports to inform OHN management of the progress of activities. Assists AORs/CORs and Activity Managers in analyzing activity/project data and developing plans to address any deficiencies in performance.
- j. Coordinates with and provides technical advice, direction or assistance to Health IPs to ensure that partners' M&E activities are well coordinated and in line with the OHN PMP and GIRoA national plans. Works with OPPD and AORs/CORs to ensure that all partners are complying with USAID requirements for performance monitoring and reporting. Takes a lead role in developing and facilitating regular communication and feedback with IPs on SI issues.
- k. Coordinates with and provides technical advice, direction or assistance to the MOH and other GIRoA entities as needed in strategic information areas such as M&E system development, performance monitoring, and population-based surveys as part of the sector strategic plans.
- l. May serve as AOR/COR or Activity Manager for the AfDHS and/or other evaluation and M&E-related activities within the OHN. For these activities, the incumbent will liaise with the Office of Financial Management to track budgets and expenditures, provide quarterly accrual reports, and ensure completion of other financial management requirements. The M&E Specialist will also monitor the implementation of work plans to ensure that all required tasks are completed and that expected results are achieved.

Collaboration and Communication Responsibilities:

In general, the M&E Specialist participates individually and in groups in the development and implementation of capacity building and other participatory activities for USAID and IP staff that serve to broaden the knowledge and practice of effective M&E of health activities. Individually, and as a part of a group, the incumbent provides leadership in the development and documentation of effective tools and approaches for M&E.

- a. Work together with government institutions, development partners, and other key stakeholders to support the strengthening of key public M&E systems at the national, district, and community level. This includes attending technical working group meetings on related issues.
- b. Collaborate closely with the following organizations by sharing and generating M&E information on behalf of USAID:
 - The MoPH and other GIRoA institutions – to gather information about all existing HMIS database being used; to ensure coordination in the roll-out of management information systems, likely to be DHIS-2, at the central and provincial levels; to coordinate the collection and analysis of health data across the different government institutions; and to assist in documenting and distributing policy and guidelines for data management;
 - Health IPs – to harmonize and to align M&E activities across the OHN portfolio and to oversee and coordinate reporting for the health portfolio;
 - Other multilateral and bilateral partners – to coordinate support to M&E activities including the Demographic and Health Survey follow-on, HMIS performance monitoring plans, etc.

QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE:

Education: A Bachelor's degree in statistics, public health, business administration, program management, or economics is required. (Educational requirement must be met at the time of application for the subject position).

Work Experience: Minimum five (5) years of progressively responsible job-related professional-level experience in M&E systems, evaluation of project implementation, in direct activity management, or in a closely related activity is required. At least two years of this experience in the field of public health and in a development-oriented workplace or a related field should be with donor agencies, host-country organizations, non-governmental organizations or private-sector institutions and include project design, performance monitoring, and/or the analysis and interpretation of large amounts of data. (Work experience requirement must be met at the time of application for the subject position).

Language: Language Proficiency: Level IV (Good working knowledge) speaking/reading of English and Level IV (Fluent) speaking/reading of Dari and Pashto is required. (English language ability will be tested).

Knowledge: The incumbent must have expert knowledge of M&E systems, public health programming, and international donor operations in the sector. In addition, the incumbent must have the ability to quickly acquire knowledge of USAID legislation, policy, and practice relating to monitoring and evaluation of development assistance; USAID programming policies, regulations, procedures, and documentation; and knowledge of USAID protocols and procedures related to monitoring, evaluation, learning, and reporting. The Specialist must have knowledge and understanding of the organization and roles of the different levels of the GIRoA health system in order to maintain effective communication and coordination. A strong working knowledge of project management procedures, policies and practices is required. Good knowledge of host-country contacts in the health field (official and non-governmental) is required.

Skills and Abilities: The Specialist should have demonstrated ability to assume management and leadership roles. The incumbent must be resourceful, have good judgment, and have the ability to work diplomatically with persons from many backgrounds. The work requires an advanced-level ability to work with computers and common software programs used within USAID. Ability to work under pressure, to prioritize work, and to meet tight deadlines is required. Must be able to communicate clearly with a wide range of partners.

HOW TO APPLY:

Applicants are requested to submit a complete application package which must include all required documents to AFPAKjobs@usaid.gov with a **Subject line: Project Management Specialist (Monitoring and Evaluation) (OHN 1728)**.

ANY/ALL application submissions received after the closing date of April 02, 2017 will not be considered.

REQUIRED DOCUMENTS:

1. **Cover memo/email text that outlines how your qualifications and experience meet the selection criteria.**
2. **Application for Employment as a Locally Employed Staff (DS-174)**
<http://photos.state.gov/libraries/afghanistan/941877/jobs/DS-174.doc>
<http://www.state.gov/documents/organization/136408.pdf> (A copy of the DS-174 form can also be downloaded from ACBAR.org under this link <http://www.acbar.org/applicationform>. Applicants who are accessing this solicitation through jobs.af can download directly from the website) **AND**
3. **A current resume or a curriculum vitae**

IMPORTANT:

IN ORDER TO HAVE YOUR APPLICATION CONSIDERED, YOU MUST SUBMIT ALL THREE REQUIRED DOCUMENTS. IF YOU OMIT ANY OF THE REQUIRED DOCUMENTS, COVER PAGE, CV or DS-174 FORM, YOUR APPLICATION WILL NOT BE CONSIDERED.

Note:

- Ø Only short-listed candidates will be notified.
- Ø This vacancy is open only to Afghan Nationals.
- Ø Applications with insufficient, incomplete and inconsistent information to make a determination will not be considered.
- Ø No in-person appointments or telephone calls will be entertained.
- Ø Applications submitted as .RAR file will not be accepted by the system
- Ø Candidates who are applying for this position must fully meet the education requirement (graduated and degree and/or diploma already received) as specified. At the time of applications, candidates must also meet in full the experience requirement. There is no exception for these requirements.
- Ø Short-listed candidates will be requested to provide educational documents such as degrees, diplomas, certificates and other pertinent documents as needed. Failure to provide the required documentation will result the rejection of their application from further consideration.
- Ø The Agency retains the full right to cancel or amend the solicitation and associated actions.

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